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Tiverton Wastewater District (TWWD)
Meeting held at the North Tiverton Fire District, Hilton Street
Board Meeting Minutes
February 18, 2015

Meeting Time: Meeting called to order by Chair Leroy Kendricks at 5:33 PM; called roll

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); John Christo (JC), *left at 7 PM*; Chris Nearpass (CN)

TWWD Board absent: Jeff Stearns (JS) (later removed from TWWD Board as resigned); Michelle Tepfenhart (MT)

TWWD personnel: Lisa Andromalos (LA), *left at 7:30 PM*; Sarah Stearns (SS), Nan Godet (NG)

Guests: Tom Parece (TP), AECOM; Christine Hunsinger (CH), BGP Strategies; Colleen Stanton (CS), Watermark Environmental (later approved as new TWWD Board Member)

- 1) LK asked for approval of the January 5, 2015 draft minutes. CN moved for approval; PN seconded; brief discussion followed: minutes unanimously approved.

LK asked for approval of the January 12, 2015 draft minutes. CN moved for approval; PN seconded. No discussion. Minutes unanimously approved.

LA noted that there is one other set of minutes outstanding.

2) New Business

(a) Board of Director's Business

- i. Resignation of Board Member Jeff Stearns, possible conflict of interest. LK gave regrets and thanks from Board
- ii. LK introduced nominee for the Board: Colleen Stanton. LK asked her to give a brief history of her experience (CV handout); LK pointed out CS' professional experience

LK asked for motion to approve CS appointment; CN so moved; PN seconded. There being no discussion, motion passed unanimously

- iii. Setting Board Meeting dates and times (5:30 PM): Suggested 3rd Monday of each month (list passed around, citing Holidays/conflicts)

LK asked for motion to approve dates. CN so moved; PN seconded. There being no further discussion, motion passed unanimously (to be posted to SOS)

(b) Draft of Inter-Municipal Agreement from City of Fall River (FR) (copies passed around)

LKK said that the agreement was substantially the same as in the past, with 2 primary differences – volume discount proposed for volume above 30M gallons each year and elimination of 'bedroom' fees for new tie-ins for existing properties. FR is proposing to reduce the rate to 5% above base rate after 30M gallons. (Current rate is 55% above base rate regardless of volume.)

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Discussion followed. PN suggested that the Board give LK & LA authority to negotiate with Fall River.

Items to discuss in negotiation include: term of contract – move to 20 years from 10 years; minimum requirement – FR proposed 30 million, TWWD would like less to be in line with current usage and to avoid shortfall.

LK entertained a motion to allow LK and LA to negotiate with Fall River. CN so moved; JC seconded. There being no more discussion, motion passed unanimously.

4. Department Reports:

a) Treasurer's Report: (see Appended: A)

TWWD revenues up

CDBG discussion; PN confirmed that TWWD sub-recipient for 2012/2013 grants (Town main recipient); requesting that TWWD be sub-recipient for 2014/2015

Church Development grant discussion, 2011-2015

b) General Manager's report: (see Appended: B)

Reviewed Community Forum questions;

Started putting together SOP for the office; goal to have procedures and guidelines for office, contact lists, etc., for binder

USDA grant application due in April for Phase II USDA funding;

c) District Engineer's Report: (see Appended: C1)

On-site systems, SS spoke to Town about status of loan; there are new applications for CSSLP

SS and LA met with DEM on-site treatment program representative (OWTS) regarding inspections and compliance; it depends upon local authorities to enforce

Met with NTFD regarding options for properties using irrigation systems. Will present options at next meeting.

Pump stations: Report from Steve Boynton (see Appended, C2); pump stations inspected; LK asked about generators' performance; discussion followed about pump quote

SS reviewed design projects, USDA and CDBG funded

5. Old Business

a) By-Laws: Articles III & IV

PN reviewed: Article III refers to monthly and annual meetings, and posts; discussion followed regarding legislation requirements.

Article IV PN broad powers directly from the legislation

LK asked for motion to approve Articles III & IV of the By-Laws; CN so moved; PN seconded; there was no further discussion; motion unanimously approved

b) Sewer Expansion Update:

- i. Voting Process (see Appended, D) LK opened for discussion; legislation provides only for voting for Directors and items once part of the district. LA and CH reported on what other districts do; Discussion followed: it was initially agreed that the voter should be a property owner and a resident of the District; sewer-voting list should be based on Tax Assessor's data, i.e., cards should be sent out based on the tax list, not the voter list; if person is a property owner (not a tenant), the sewer-voting will have a direct impact on the owner (e.g., the value and salability of the house); SS commented that sewer access would require right of entry permits to tie-in; lengthy discussion concerning one vote per household, one vote per property owned, property (land) owner vote even if not residing there; CN pointed out potential sewer-voters are more like share-holders in the District; although it was previously agreed that a voter should be a property owner *and* a resident of the District, later consensus dropped the residency requirement; all of the data has been based on assessment data not voting data (i.e., by property but not residency based); want as many voters as possible...it is the property owner who must pay the betterment

LK asked for a motion; CN moved that 'voting procedures to join the district would be one vote per property for all district property owners'; CS seconded. Discussion followed regarding condominium owners; LK called for vote; motion passed unanimously (*JC not present*)

- ii. AECOM specific project areas update: TP passed around maps and reviewed updated service areas and numbers. Two different values: public and private property. New proposal called for ~140 new infrastructure (Riverside, ~71; and Robert Grey, ~70) and ~170 (abutting) existing infrastructure; total lots ~335. Change reflects fine tuning budget and shifting to ensure enough private grant/loan funding is available for new infrastructure portion. Discussed exclusion of Lepes in Phase 1; and, private not-to-exceed cost after loans and grants with 15% contingency added = \$18K

TP to send LA and SS maps electronically

LK called for motion to accept revision of the first year plan, and the not-to-exceed amount of \$18K to be presented to the public; CS so moved; PN seconded; *in discussion* LA asked that the not-to-exceed number be included; motion passed unanimously (LA left following the acceptance of the motion; *JC not present*)

- c) CH presented Proposed timeline for public education and public vote: Working back from April 15, the grant due date); votes should be counted and certified by April 14; therefore, the ballots should be sent out March 27.

Proposed timeline for public meetings and vote presented notification by mail to properties to let them know if they are included or not, separate timeline and notification for ties-ins to existing infrastructure properties

CH said that Facebook and Twitter accounts for TWWD have been set up; CH to send link to SS, and links should be added to TWWD website

Discussion followed. No vote taken on proposed schedule. TWWD staff will continue to work with timeline and determine feasibility.

LK: There being no other business, entertained a motion to adjourn. CN so moved; CS seconded; motion passed unanimously. Meeting adjourned at 7:48 PM

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